

RECORDS STAGING AREA



400 Railroad Avenue

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TABLE OF CONTENTS

INTRODUCTION:	Page -2-
OBJECTIVES OF THE RECORDS MANAGEMENT PROGRAM:	Page -2-
OBJECTIVES OF THE RECORDS DISPOSITION PROGRAM:	Page -2-
DISPOSITION PROCEDURES:	Page -3-
RECORDS STAGING AREA:	Page -3-
Purpose:	Page -3-
Advantages:	Page -3-
Customer Responsibilities:	Page -4-
APPENDIX A	
Instructions for Preparations of the Standard Form (SF) 135	Page -6-
RECORDS TRANSMITTAL AND RECEIPT	Page -8-
APPENDIX B	
Packing and Shipping Container Information	Page -10-

INTRODUCTION: The Records Element within the Communications Resources Group (LC-5300) now operates a Records Staging Area. This is a storage area that receives and maintains inactive records in less costly space and equipment than the average office. This facility keeps and disposes of records with a retention period of 10 years or less to eliminate the expense of transporting them to the Federal Records Center.

OBJECTIVES OF THE RECORDS MANAGEMENT PROGRAM:

Each Interior Office must economically and efficiently manage the agency's records. Reclamation Manual RCD 05-01, Records and Information Management, lists our specific records management responsibilities. Economical and efficient records management involves:

- Scheduling all records for retention or periodic destruction.
- Preserving records that reflect the organization, functions, policies, decisions, procedures, and essential transactions
- Preserving records that protect the legal and financial rights of the Government and of individuals that Reclamation actions directly affect.
- Offering records of enduring value for permanent preservation in the National Archives.
- Promptly and systematically disposing of records of temporary value.
- Setting up safeguards against illegal removal, loss, or destruction of records.

OBJECTIVES OF THE RECORDS DISPOSITION PROGRAM:

- Preserve records of continuing value.
- Remove noncurrent records from office space and filing equipment to less expensive storage facilities, thereby improving use of files and reducing maintenance costs.
 - Retire long-term records (10 years old or older) to the Federal Records Center/National Archives.
 - Transfer short-term records (less than 10 years old) to the local staging area.

- Destroy records of temporary value as soon as they have served the purpose for which they were created. The goal is to annually dispose of a volume of records at least equal to the volume created, keeping Reclamation holdings from increasing.

DISPOSITION PROCEDURES:

- Follow the disposition standards that the Archivist of the United States and Reclamation have authorized in the IMH, Volume 2. Don't make personal decisions to destroy Reclamation records.
- When a changed schedule increases the retention period, apply the standard to all records (including inactive and cutoff records) of that description, regardless of where they are maintained or when they were created.
- When a changed schedule reduces the retention period, apply the standard retroactively.

RECORDS STAGING AREA:

1. Purpose: Receive and maintain inactive records pending some future disposition.

- The staging area staff will maintain and dispose of all records with a retention period of 10 years or less to eliminate the expense of transporting them to and storing them at the Federal Records Center (FRC).
- The Staging Area staff will prepare and ship records of long-term (10 years or more) and permanent value to the Federal Records Center and National Archives.
- The Staging Area staff will notify customers on any changes affecting their staged records, e.g., transfer to the Federal Records Center or National Archives and disposal.

2. Advantages:

- Provide customers the opportunity to maximize office space by storing records elsewhere. The Staging Area is equipped with Aisle-Saver equipment which limits the space between shelving units, thus, allowing us to stage more records in less space than the average office.
- Customers may stage both permanent and temporary inactive records with a retention period of 2 years or more in the staging area until they are eligible for disposal or retirement to the Federal Records Center or the National Archives.

- Records still belong to the retiring office. Staging Area staff maintains a locator and disposition file for staged records, thus, the records are readily accessible and can be checked out. This file consists of the SF 135/135A with attached records inventory, which shows the location of the row and shelf where the records reside.
- Staging Area staff maintains Charge-Out File. This file consists of Charge-Out Records for both the Federal Records Center and the Staging Area. Charge-Out Records are used to keep track of loaned records and provide reminders to our customers on returning the records which have been checked out.

3. Customer Responsibilities:

- Transfer of Records. The office transferring records to the Staging Area or to the FRC prepares SF 135/135A. Instructions for preparation of the SF 135 is provided in Appendix A.
- Shipping Containers. Use standard records retirement boxes to retire, ship, or transfer Reclamation records to the National Archives, the Federal Records Center, the Records Staging Area, or other organization (See Appendix B).
- Preparing Records Series for Packing. A series is a block of records having the same disposition date and following the same rule from the schedules listed in the Information Management Handbook, Volume 2, Records Retention Schedules.
- Remove all non-record material and extra copies of records from official records.
- Group series together by item number and cutoff date. (Do not process records that you plan to destroy in less than a year).
- As a rule, keep series separate.
- Temporary records must consist of at least one box and normally have only one closing-year date for a series.
- Transfer only those records covered by the IMH, Volume 2.
- Pack records in shipping containers loosely enough to permit others to remove files freely or to add more files later.
- Place records in boxes in an upright position in the sequence listed on SF 135 and with the label facing the numbered end of the box. Do not place folders on top of folders. If the box contains only a few legal-size files mixed with letter-size files, fold the bottom edge of the legal-size files to fit the width of the box.

NOTE: When filled to capacity, the standard shipping container holds 1 cubic foot of records.

- With standard shipping containers that you fill to capacity, you need no packing material. When you need to ship partially filled boxes, use crumpled or wadded paper or other suitable packing material (no wood shavings, shredded paper, wax paper, additional file material, or surplus file folders) to prevent movement during shipment. Do not send partially filled boxes to Federal records centers.
EXCEPTION: A series is in more than one box, and the last box is not completely full.
- Federal records centers do not accept storage containers of less than one cubic foot. Hold a series until a cubic foot becomes available by combining successive years of the series or until you plan to destroy the series in accordance with applicable schedule in the IMH Vol 2. Contact the Staging Area staff for other options.

APPENDIX A
Instructions for Preparations of the Standard Form (SF) 135

Preparing Transmittal Forms - SF-135 and SF-135A. The transfer of records to the Staging Area or FRC requires the preparation of SF-135 and sometimes the SF-135A (Continuation Sheet). These forms serve as a packing list for transferred or retired records; as a medium for controlling the location, retrieval, reference, and disposition of records in the Staging Area and the Federal Records Center; and to identify and account for lost, destroyed, or withheld records that personnel normally would have retired.

Offices making shipments will prepare an original and three copies of the SF-135. Each series must be transferred as a separate accession. Complete all items of the SF-135 except Items 4 and 6(j) through (m) as shown on the reverse of the form and as follows:

- Item 1. To. Leave Blank.
- Item 2. Agency Transfer Authorization. Leave Blank.
- Item 3. Agency Contact. Enter the name, building, room number, and telephone number of the person to contact concerning the records. This will usually be the Records Custodian for the organization transferring the records.
- Item 4. Leave Blank. Used by the FRC or the Staging Area Staff to sign for records.
- Item 5. Leave Blank.
- Item 6. Records Data.
 - Item (a) Accession Number. Reclamation is assigned record group (RG) number 115.
 - Item (b) FY. Current Fiscal Year (FY) that records are being transferred.
 - Item (c) Number. Leave Blank. Assigned by the Staging Area or the FRC.
 - Item (d) Volume. Each standard FRC box holds 1 cubic foot of records and half-size boxes equal 1/2 cubic foot.
 - Item (e) Agency Box Numbers. Insert appropriate box numbers.

- Item (f) Series Description. For each records series, a statement generally describing the records precedes the detailed description by folder of each box. Include the record series title, the name of the office that created the records, a general description of the records, and their inclusive dates. Any pertinent historical data involving the organization is to be included for permanent records. General Accounting Office site audit records must be identified. Double space between the descriptions of records contained in each box to facilitate identification of contents. It is important that the contents of each box be clearly identified to enable the Staging Area staff and the FRC to give reference service and apply the correct disposition authority. For each accession attach a detailed inventory to the SF-135; each file in every box being shipped will be detailed on the inventory.
- Item (g) Restriction. Use one of the codes listed on the back of the SF-135. Explain any restrictions on the bottom of the page, if necessary.
- Item (h) Disposal Authority. Identify the disposal authority by reference to Volume II of this handbook and the number of the appropriate records disposition item in the records schedule.
- Item (i) Disposal Date. Compute the disposition date from the appropriate records disposition item in the records schedule. Advance the date to the beginning of the Calendar or Fiscal Year, i.e., 1/1 or 10/1.
- Item (j) thru (m). Leave Blank. For FRC use only.

RECORDS TRANSMITTAL AND RECEIPT			Complete and send original and two copies of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on reverse.		PAGE	OF PAGES		
1. TO (Complete the address for the records center serving your area as shown in 36 CFR 1228.150.)			5. FROM (Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address.)					
2. AGENCY TRANSFER AUTHOR- IZATION	TRANSFERRING AGENCY OFFICIAL (SIGNATURE AND TITLE)						DATE	
3. AGENCY CONTACT	TRANSFERRING AGENCY LIAISON OFFICIAL (Name, office and telephone No.) <i>Records Custodian</i>							
4. RECORDS CENTER RECEIPT	RECORDS RECEIVED BY (Signature and title) <i>Signature of Receipt from the RSA</i>						DATE	

6. RECORDS DATA												
ACCESSION NUMBER			VOL (cu. ft.)	AGENCY BOX NUMBERS	SERIES DESCRIPTION (With inclusive dates of records)	RESTRIC- TIONS	DISPOSAL AUTHORITY (Schedule and item number)	DISPOSAL DATE	COMPLETED BY RECORDS CENTER			
RG	FY	NUMBER							LOCATION	SHELF PLAN	CON T TYPE	AUT O DISP.
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
115												

Submission Instructions for SF-135. Submit the original and two copies (with attached inventories) to the Staging Area staff for review, approval, and signature. The file custodian for the originating office will keep one copy in suspense until the Staging Area staff authorizes shipment of the boxes.

Processing the SF-135. The Staging Area staff will review the SF-135 for completeness and accuracy and forward the completed SF-135 to the file custodian in order to prepare the boxes for shipment. One copy of the completed SF-135 must be placed in box 1 of the accession before the records are shipped to the FRC.

APPENDIX B

Packing and Shipping Container Information

General Transfer Procedures. When transferring inactive records to the Staging Area or to the FRC, the following procedures apply:

- **Packing Records.** Use the proper size box when packing records. Pack legal- and letter-size records in the standard-size box prescribed below. When packing records, adhere to the following rules. We cannot accept accessions that are improperly packed or boxes containing nonrecord material.
 - All records in the same box must have the same disposal authority (i.e., the same schedule item from the records schedule in Volume II of this handbook) and the same disposal date.
 - Pack the records in the same arrangement used in the original file.
 - Do not pack the files too tightly in the box so that referencing the records is made difficult; however, a box must be at least 3/4 full unless it is the last box of an accession.
 - Pack letter-size folders the 12-inch way facing the front (the numbered end) of the box. Pack legal-size folders the 15-inch way facing the left of the box. The unstitched 12 inch side of the box is considered the front. The stapled end is the back of the box.
 - More than one type of media (e.g., paper and microform or magnetic tape) should not be transferred in the same accession.
 - If the boxes are to be shipped to the FRC by freight, express, or parcel post, reinforce them either by placing a cardboard liner inside the box or by taping the corners or edges of the closed box. Do not write on sealing tape; do not tape over accession and box numbers.

Entering Agency Box and Accession Numbers. After the boxes are filled, number the boxes in each shipment consecutively beginning with number 1. Prominently enter in the upper right corner of the front of each box with a heavy crayon or felt tip marker (at least 1-1/2 inches high) the number of the box and the number of boxes in the transfer; e.g., 1 of 12, 2 of 12, or 1/12, 2/12, etc. These are Agency box numbers. Accession numbers designated on the SF-135 are entered likewise in the upper left corner. Labels should not be used. Additional information is not necessary, but may be written on the lower left half of the front of the box.

Boxes. Cardboard boxes available from the GSA Federal Supply Service through normal supply channels are used to transfer records to an FRC.

- **Standard Boxes.** NSN 8115-00-117-8249 is the standard box. This specially designed box will hold either letter or legal-size files. Each box measures approximately 15 x 12 x 10 inches and holds 1 cubic foot of files.
- **Half-Size Boxes.** Use NSN 8115-00-177-8338 for card-size documents. Each box measures approximately 15 x 10 x 5 inches and holds 1/2 cubic foot of card-size documents.

- Magnetic Tape Boxes. A special box has been designed for the transfer and storage of plastic boxes housing magnetic tape. This box measures 15 x 12 x 12 inches, NSN 8115-00-117-8347, holds up to 13 standard 10-1/2 inch reels of magnetic tape in protective plastic boxes. Pack the reels on end, parallel to the front of the box. Fill empty space with cushioning to prevent shifting or crushing and seal the box with filament tape to keep out dust.
- Microfiche Boxes. Microfiche (4" x 6") should be transferred to FRC's in specially designed boxes, NSN 8115-01-025-3254, measuring 15 x 7 x 5 inches.
- Oversized and Undersized Records. The Staging Area will contact the FRC for instructions on shipping odd-size records.